

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/IGS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Comp				
13	D/EEC				
14	D/Pers	✓			
15	D/OLL				
16	G/PAO				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE					
		Date			

Remarks

Executive Secretary

1/24/84

Date

FROSTBURG STATE COLLEGE

Career Planning and Placement
Frostburg, Md. 21532
301-689-4403

Executive Registry

84-240

January 17, 1984

Chief
Central Intelligence Agency
P. O. Box 1925
Washington, DC 20013

Dear Chief:

At the present time we at Frostburg State are completing a resume book containing our 1983-84 Business and Accounting graduates. With your permission, we would like to send you a complimentary copy of our Resume Book later this month. By allowing you to pre-screen and pre-select only those candidates in whom you have a real interest, a resume book can be an extremely cost-effective way for your organization to meet its hiring needs.

Also enclosed is a complimentary copy of the Frostburg State College Viewbook which will provide you with an overview of the college and its academic programs. As you will note, our Business and Accounting programs enjoy by far the largest enrollment. A relatively new major in Computer Science, is also increasingly popular.

We would appreciate it if you would kindly send us a copy of your current Annual Report and professional careers recruitment literature for inclusion in our Career Library.

If you wish, we would be very pleased to make arrangements for you to interview candidates personally on-campus this coming Spring. The months of March and April are ideal times to schedule recruiting visits, although other times are available at your convenience. Please call me at (301) 689-4403 to arrange such a visit.

Yours truly,

William Grab

William Grab, Director
Career Planning and Placement

WG:V



L-305

